Campus Closure Make-Up Policy

Proposal from EPC

1. In a given semester, if classes on the Medford Campus are cancelled by the University for inclement weather or other public safety measures, professors may, at their discretion, schedule a make-up class. These make-up classes may not penalize students who are unable to attend, and should not be scheduled at a time when they would conflict with the regular schedule of other classes or with religious holy days. Exams should not be scheduled during make-up classes. Professors are also encouraged to make up missed days of instruction by other means, such as online forums, podcasts, and so on. Professors may also adjust their syllabus or course calendar to omit or condense certain classroom activities.

2. Each semester, the Academic Calendar will specify two or three days to be designated as make-up instructional days in the event of one or more campus closures. The days chosen will be, in order of preference:
   
   For the fall semester:
   a. Indigenous Peoples' Day, or Wednesday before Thanksgiving
   b. one or two Reading Days (leaving always at least one Reading Day)
   c. one Saturday or Sunday
   For the spring semester:
   a. one Bonus Day (see below)
   b. Presidents' Day
   c. one or two Reading Days (leaving always at least one Reading Day)
   d. one Saturday or Sunday

   A Bonus Day will be inserted into the Spring schedule: this is a day on which classes will normally not be held, unless a make-up day is required. In years when there are no make-up days, the Bonus Day will be effectively a holiday. This requires lengthening the Spring semester by one day; we propose starting classes one day sooner in January. The Bonus Day will then need to fall on the same day of the week as the added day, to ensure balance.

3. In the event of campus closures that cancel classes for all or part of one or more instructional days, the Deans will announce to the campus community whether the next designated make-up day will be opened up, for the schedule of the day that was cancelled. The make-up day to be used will be the one closest in time to the cancelled day.

   If professors choose to hold class on a make-up day, they will follow their regular class schedule for that day, and use their regular assigned classroom. When a make-up day goes into effect, the Registrar's office will ensure that room reservations give priority to make-up days, and will relocate meetings or other events that conflict with make-up classes.

4. Through spring 2020, the designated make-up days for a given semester will be determined in advance by the Educational Policy Committee in consultation with the Secretary of the Faculty for AS&E. Beginning with fall 2020, the faculty committee that develops the academic calendar will determine the designated make-up days.

5. For Spring 2017, as there is no Bonus Day in the Academic Calendar, if a make-up day is needed, we could also use Patriots’ Day as we did in 2014.